



United States  
Department of  
Agriculture

Rural  
Housing  
Service

**Oregon AN No. 1205(1980)**

101 SW Main, Suite 1410  
Portland, OR 97204-3222  
PHONE: (503) 414-3335  
FAX: (503) 414-3394  
Office Hours 8:00 am - 4:30 PM

March 19, 2001

**SUBJECT:** Guaranteed Rural Housing (GRH) Program  
Manufactured Housing - New Construction

**TO:** Rural Development Managers  
Rural Development  
Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide information and guidance in the processing of manufactured housing requests when utilizing the Guaranteed Rural Housing (GRH) program.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces Oregon AN No. 1145(1980) dated February 17, 1999, which expired February 28, 2000.

**IMPLEMENTATION RESPONSIBILITIES:**

The Guaranteed Rural Housing program allows lending on manufactured housing as long as the unit is new, is purchased through and installed by an approved dealer-contractor and meets the requirements of Exhibit J of RD Instruction 1924-A. An existing unit may be financed only - If the unit is already financed with a Section 502 Direct Rural Housing loan or a Guaranteed Rural Housing loan.

In order to assist lenders in understanding the differences between a site-built home and lending on manufactured housing, we have developed and updated the attached exhibits.

1. Exhibit A, "Guaranteed Rural Housing Program - Manufactured Housing - Eligibility for Guarantee - Checklist for Lenders" is designed to assist lenders in determining if the

**EXPIRATION DATE:**  
March 31, 2002

**FILING INSTRUCTIONS:**  
Proceeding RD Instruction 1980-D

---

USDA is an equal opportunity provider and employer.  
Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, DC 20250

manufactured home would be eligible for a guarantee. Rural Development Managers can also utilize this checklist as a training tool.

2. Exhibit B, "Guaranteed Rural Housing Program - Manufactured Housing - GRH Lender's Loan Origination Checklist" has been designed to assist loan officers, processors, and underwriters in verifying all necessary documentation has been obtained when requesting a guarantee involving a manufactured home.
3. Exhibit C, "Guaranteed Rural Housing Program - Manufactured Housing - Dealer Contractor Certifications" has been developed to capture all certifications required of the dealer-contractor in a one-page statement.
4. Exhibit D, "Guaranteed Rural Housing Program - Manufactured Housing - Appraiser Certification" has been developed to for appraisers inspecting manufactured housing for GRH loan guarantees. The checklist collectively lists the information necessary to determine the manufactured home complies with the Federal Manufactured Home Construction and Safety Standards (FMHCSS) established by HUD, meets Rural Development thermal standards by meeting or exceeding the Oregon Department of Energy standards and Oregon Construction Building codes.

By utilizing the above Exhibits, lenders should have a better understanding of the process involving manufactured housing land packages. The review and approval of a proposed loan guarantee should be improved by utilizing the Exhibits provided.

If you have any questions regarding this Administrative Notice (AN), please contact Single Family Housing.

LYNN SCHOESSLER  
State Director

Attachments

**Exhibit A**

**Guaranteed Rural Housing (GRH) Program**  
**MANUFACTURED HOUSING**  
**Eligibility for Guarantee - Checklist for Lenders**

---

To be eligible for a guarantee, the purchase of a manufactured home must meet the following guidelines:

- ☐ **New Unit Only.**
  - Exception - Existing unit with a RD Direct Loan or Guarantee
- ☐ Unit to be purchased and installed by an approved Dealer-Contractor.
  - Refer to approved dealer-contractor list provided by Rural Development
  - Dealer-Contractor responsible for accurate, complete installation of unit and all site development.
  - Dealer-Contractor to provide a warranty for unit and development performed.
- ☐ Unit must be affixed to a permanent foundation.
  - Foundation to meet manufacturer's foundation requirements and any State or local codes.
  - Permanent includes continuous perimeter all-weather wood, mason, or concrete perimeter foundation.
- ☐ Unit must comply with the Federal Manufactured Home Construction and Safety Standards (FMHCSS) established by HUD. The following items must be displayed to assure the buyer the structure is built as specified:
  - A seal affixed to the house specifying that the manufacturer has built the house in compliance with the HUD standard.
  - A diagram provided by the manufacturer must show the required number and position of placement piers. It must also show the positioning for anchoring devices.
  - A certificate must be posted inside the home to tell what performance can be expected from the heating system, within a specified range of outside temperature and wind velocity.
  - Posted certificate, noted above, references the energy efficiency zone for which the home was built, the home's resistance to wind, and snow loads that the roof can be expected to withstand, provided the home has been properly anchored, in accordance with the manufacturer's specifications.
- ☐ Northwest Energy-Efficient Manufactured Home Program label(s). Label(s) to be affixed on the utility box inside the home.
- ☐ Manufactured Home to be exempted from DMV titling and registration - real property.

**Exhibit B**

**Guaranteed Rural Housing (GRH) Program**  
**MANUFACTURED HOUSING**  
**GRH Lender's Loan Origination Checklist**

---

The following is a document preparation list identifying the information necessary for financing manufactured homes under the Rural Development Guaranteed Rural Housing (GRH) program.

**MANUFACTURED HOUSING LAND PACKAGE**

- ☐ **Purchase Agreement** for Manufactured Unit Identifying:
- |                                     |                                   |                                |
|-------------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Unit Model | <input type="checkbox"/> Serial # | <input type="checkbox"/> Style |
|-------------------------------------|-----------------------------------|--------------------------------|
- ☐ **Land Purchase Agreement**, if separate & not included with Purchase Agreement above
- ☐ **Itemized Cost Breakdown** from Dealer-Contractor identifying:
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Base Unit                | <input type="checkbox"/> Options               | <input type="checkbox"/> Land Cost, if applicable   |
| <input type="checkbox"/> Installation/Set Up Fees | <input type="checkbox"/> Site Development      | <input type="checkbox"/> Permits and Fees           |
| <input type="checkbox"/> Credit - Wheels/Axles    | <input type="checkbox"/> Garage, if applicable | <input type="checkbox"/> Landscaping, if applicable |
- ☐ **Schematic Floor Plan**
- ☐ Copy, Manufactured Home **Placement Permit** - issued by building department
- ☐ Copy, **Inspections** Performed - *can be local building authority*
- |                                  |   |                                |
|----------------------------------|---|--------------------------------|
| <input type="checkbox"/> Footing | <input type="checkbox"/> Framing, if applicable | <input type="checkbox"/> Final |
|----------------------------------|---|--------------------------------|
- ☐ **Builders Warranty**
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1 year - guarantees quality and workmanship of unit and development | <input type="checkbox"/> Form Rd 1924-19, or other equal form | <input type="checkbox"/> Dealer-contractor to provide owners with manufacturer's warranty |
|--|---|---|
- ☐ **Dealer-Contractor Certifications** (RD form available) certifies to the following:
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Certification regarding cash payment or rebate | <input type="checkbox"/> Certification confirming full price of unit - no furniture included in purchase | <input type="checkbox"/> Certification unit complies with plans/specs, no hidden damage during shipment and unit properly joined and sealed according to manufactures specs |
| <input type="checkbox"/> Thermal certification.                         |  |   |

**Exhibit C**  
**Guaranteed Rural Housing (GRH) Program**  
**MANUFACTURED HOUSING**  
**Dealer-Contractor Certifications**

---

Applicant(s):	
Property Address:	

Manufacturer of Unit:	
Model/ Style:	
Serial #:	
Plan #	

I/We hereby certify that:

1. This is the full price of the unit and all development. If furniture is included in the purchase price, the Dealer-Contractor agrees a lien will not be filed against the security property.
2. Any cash payment or rebate as a result of the purchase of the manufactured home will be deducted from the price of the unit. It will not be paid to the homebuyer.
3. The manufactured home substantially complies with the plans and specifications and the unit sustained no hidden damage during transportation and, if manufactured in separate sections, the sections were properly joined and sealed according to the manufacturer's specifications.
4. The thermal design of this unit conforms to the 1992 Oregon Residential Energy code, which meets or exceeds the thermal requirements set forth by Rural Development.

---

Date

---

Printed Name of Dealer-Contractor

---

Authorized Representative of the  
Dealer-Contractor

**Exhibit D**  
**Guaranteed Rural Housing (GRH) Program**  
**MANUFACTURED HOUSING**  
**Appraiser Certification**

---

To establish the manufactured housing unit meets the requirements of a guarantee under Rural Development's Guaranteed Rural Housing program, the following items have been confirmed:

- ☐ The unit(s) have been affixed with the Federal Manufactured Home Construction and Safety Standards (FMHCSS) labels, also known as HUD labels. If manufactured in separate units a label would be affixed to each separate unit.
- ☐ The manufactured home has been provided with a certification label regarding the design approval by Design Approval Primary Inspection Agency (D.A.P.I.A), the equipment installed, wind resistance, roof load zone map, comfort heating, cooling and U/O values. This label is typically permanently affixed at or near the service panel in the utility room or beneath the kitchen sink laminated to the inside cupboard.
- ☐ The unit has been affixed with a Northwest-Energy-Efficient Manufactured Home Program label. Electrical - "Good Cents"; Gas - "Natural Choice".
- ☐ Confirm the unit has been provided with an Oregon State Dwelling Installer Certification Tag affixed on the exterior wall at the tail-light end of the manufactured dwelling or beneath the dwelling on the main frame, facing out toward the utility access.
- ☐ Confirm a continuous all-weather wood, mason, or concrete perimeter foundation.
- ☐ Confirm permanent ingress/egress landings/steps have been installed to the unit.
- ☐ Provide an original photograph of the completed unit in place at final inspection.

Date: \_\_\_\_\_

\_\_\_\_\_  
Appraiser

\_\_\_\_\_  
License Number